

ROCKVILLE CENTRE UNION FREE SCHOOL DISTRICT
SOUTH SIDE HIGH SCHOOL
140 Shepherd Street, Rockville Centre, New York 11570 - 516-255-8947

BOARD OF EDUCATION

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Vice President: Donna Downing, Ph.D.
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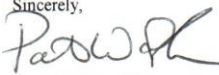
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Assistant Supt. Special Education and Pupil Personnel Services	Jeanne Love
Assistant Supt. of Curriculum and Instruction	Nicole Moriarty, Ed.D.
Assistant to the Superintendent for Human Resources.	John Murphy
Principal	Patrick Walsh, Ed.D.
Assistant Principal	Benjamin Moss
Assistant Principal	Elizabeth Nisler-Cross
Assistant Principal	Brett Rosenthal
Assistant Principal	Rachel Green
Director of School Counseling K – 12	Kelly Ramsey
Director of Music, Performing, Fine and Practical Arts	Brian Zuar, Ed.D.
Director of Health, P.E., Athletics	Carol Roseto
Director of Student Services	Orly Gadon, Ph.D.

Dear Parents and Students:

The Agenda Planner is designed to assist students at South Side High School in a variety of ways. It contains information on school and scheduling procedures, a listing of clubs and activities, as well as important dates on the school calendar. We believe that South Side High School offers the finest educational program available to the students we serve. The student is always the center of our attention. Please feel comfortable contacting any staff members of South Side to assist you or to answer any questions you may have. Begin by calling the person most directly involved to address your concerns.

Since South Side High School is a school that prides itself in maintaining a culture of civility, all persons are treated with dignity and respect, and are therefore expected to behave well. Please take the time to review with your child/children the responsibilities outlined in this handbook. Included in this handbook is a summary of the code of conduct. This code was recently revised by the Board of Education. Students will be held responsible for their behavior and consequences whenever they are on school property or attending any school-sponsored activity.

We encourage our students to utilize their high school experience to grow, mature and learn, both in the classroom and through extracurricular activities. Our primary mission at South Side is to assist students in reaching their academic, physical and social potential. We believe this is achieved in a cooperative climate where the best is expected from all.

Sincerely,

Patrick Walsh, Ed.D.
Principal

Atención, si no sabe leer inglés, puede llamar a nuestra oficina: 255-8947

NOTE: Rockville Centre Union Free School District does not discriminate on the basis of race, color, national origin or sex in its educational program or employment practices.

RETURN OF ASSESSMENTS - SECONDARY STUDENTS

The Board of Education of the Rockville Centre Public Schools believes that teacher designed and external assessments are critical to the teaching/learning process. Formative assessments provide teachers and students with continuous information about achievement and directly inform curriculum and classroom activities. Summative assessments influence decisions about placement and future study. Both reflect teacher effectiveness and student achievement. All assessments should be a basis for reflection and future development. Assessments include quizzes, tests, unit exams, labs, essays, research papers, projects, criterion-referenced external examinations, standardized measurements, classroom discussion, student demonstrations and homework assignments.

In order for assessments to have significance in the learning continuum and to provide meaningful feedback to teacher and student, the following provisions are inherent:

1. Assessments must be constructed to determine curriculum achievement and/or to expand on assigned subject matter.
2. Students must be apprised of the content, parameters and expectations of tests and assessments in a timely fashion.
3. Both the questions and the student responses must be returned to the students with prompt feedback about their understanding and performance.
4. Assessment is the foundation for understanding what is/is not learned and becomes the bridge to future achievement. Written assessments, including tests, quizzes and papers should be reviewed and processed as a learning tool in a variety of ways, including the review of tests in class, individual conferences and the creation of assignments based on the results.
5. Assessments if meaningful must be the mutual responsibility of students, teachers and parents.
 - a) Teachers are responsible for creating assessments that are both formative and summative and whose end result is to facilitate student achievement.
 - b) Parents are responsible for helping to guide their children in their studies.
 - c) Students are responsible for using assessments thoughtfully, realizing that it is the most important ingredient of achievement.
6. Students should have ownership of their assessments, both questions and responses, for future reference and study. Teachers may retain copies (under compelling circumstances, exceptions may be made with the approval of the academic facilitators and the building principal).
7. Academic Facilitators are responsible for previewing and securing departmental and individual teacher final examinations.

GENERAL INFORMATION

SCHOOL CALENDAR

August 31	Thurs.	Superintendent’s Conference Day
September 4	Mon.	Labor Day
September 5	Tues.	First full day of school for students
September 25	Mon.	Yom Kippur – Schools Closed
October 9	Mon.	Columbus Day – Schools Closed
November 7	Tues.	Election Day / Superintendent’s Conference Day
November 10	Fri.	Veterans Day – Schools Closed
November 22 - 24	Wed./Thurs./Fri.	Thanksgiving Recess – Schools Closed
December 25 – January 1	Mon. - Mon.	Schools Closed for Winter Recess
January 2	Tues.	Schools Reopen
January 15	Mon.	Dr. Martin Luther King, Jr.’s Birthday - Schools Closed
January 22 - 26	Mon. – Fri.	Regents and Midterm Exams
February 19 – 23	Mon. – Fri.	Schools Closed for Mid-Winter Recess
February 26	Mon.	Schools Reopen
March 18 - 29	Thurs./Fri.	Schools Closed for Easter Recess
April 1	Mon.	Schools Reopen
April 22 - 30	Thurs.	Schools Closed for Passover Recess
May 1	Wed.	Schools Reopen
April 19 – May 17*	Fri. – Fri.	IB/AP Exams
May 27	Mon.	Memorial Day - Schools Closed
June 13	Thurs.	Last Day of Instruction
June 14 – 26	Fri. – Wed.	Regents and Final Exams
June 19	Mon.	Juneteenth – Schools Closed

*dates may be subject to change, if necessary

BELL SCHEDULE

Period	Time	Period	Time
0*	07:25 – 07:55	5	10:56 – 11:36
1	07:58 – 08:38	6	11:40 – 12:20
2	08:42 – 09:22	7	12:24 – 01:04
HR	09:22 – 09:24	8	01:08 – 01:48
3	09:28 – 10:08	9	01:52 – 02:32
4	10:12 – 10:52		

*Zero Period is available for extra help all days *except* Tuesday.

EMERGENCY CLOSINGS OR DELAYED OPENING OF SCHOOLS

Arrangements have been made to notify the general public by radio and Cable TV whenever schools are to be closed or their opening delayed because of weather conditions. If our schools are to be closed or their opening delayed, the announcement will be broadcasted intermittently over the following stations:

- WBAB FM.....(102.3)
- WBLI FM.....(106.1)
- WKJY FM.....(98.3)
- CABLEVISION.....Channel 12
- WALK AM.....(1370)
- WCBS AM.....(News 88)
- WINS AM.....(1010)
- FIOS.....Channel 36
- SSHS CABLE STATION...Channel 19

Whenever you are in doubt about schools being open, you are urged to listen to one of these stations for bulletins in order to avoid congestion, which results when many people try to telephone the school. In addition, school closings are posted on the RVC Schools Webpage. The address is <http://www.rvcschools.org>

PARENT-TEACHER STUDENT ASSOCIATION

The RVC Parent-Teacher-Student Association is comprised of individuals who are vitally concerned about the educational program. Members of the association meet periodically to discuss educational matters and plan various functions for students, faculty, and association volunteers. South Side High School strongly encourages active membership and financial support of this organization. Meetings are held every month in the high school building. We welcome your participation!

Co-Presidents – Ms. Susan McNulty and Ms. Jaime Madden

ADMINISTRATIVE DIRECTORY 2023-2024

Principal	Patrick Walsh, Ed.D.	255-8944
Assistant Principal	Benjamin Moss	255-8946
Assistant Principal	Elizabeth Nisler-Cross	255-8834
Assistant Principal	Brett Rosenthal	255-8948
Assistant Principal	Rachel Green	255-8966
Director of School Counseling K – 12	Kelly Ramsey	255-8960
Dignity Act Coordinator	Nicole Knorr, LCSW	393-5221
Dir. of Health, P.E. & Athletics	Carol Roseto	255-8972
Dir. of Music, Art and Technology	Dr. Brian Zuar	255-8808
Greenhouse Facilitator	Frank Van Zant	766-3894
School Nurse	Diane DeMeo	255-8955
School Psychologist	Dr. Josephine Bishop	255-8885
School Psychologist	Dr. Gordon Wood	255-8894
Social Worker	Nicole Knorr, LCSW	255-5221
Social Worker, Greenhouse	Alia Frassa	766-3896
Social Worker	Kelly O'Brien	255-8881
Social Worker	Jennifer Sedler	255-8965

ACADEMIC FACILITATORS

Art	Keith Gamache
Business	Peter English
English	Bruce Hecker
World Languages	Silvia Bonanno
Mathematics	Russ Hoernig
Science	Joseph Saccone
Social Studies	Cynthia Vitere
Special Education	Robert Devlin
Student Support Services and DASA	Nicole Knorr
Declassified, Special Education and 504 student testing modifications	Marisa Buckley

**STUDENT USE OF DISTRICT-OWNED iPADS,
CHROMEBOOKS OR DEVICES**

Please refer to your iPad/Chromebook user agreement for a full list of terms and conditions. A copy of the agreement can also be found on the high school website. We look forward to making sure students have every opportunity to use their device (iPad, Chromebook, or any other device) to its fullest educational potential.

All material on the iPad/Chromebook must adhere to the South Side High School Code of Conduct. Students must abide by the same rules as those that govern the use of computers and laptops.

Students are responsible for charging their device each night.

Students may use their iPads/Chromebooks in the cafeteria during free periods.

Students may use their devices in the library and follow the same rules as the use of school computers. Headphones may not be used in the library without the permission of the librarian.

The use of the device camera and microphones are strictly prohibited on school grounds unless permission is granted by a teacher or administrator.

Students should never leave their devices unattended.

Devices must be off and closed in the hallways from 7:58 A.M. - 2:32 P.M.

Students will take devices out in classrooms only when instructed to do so by a teacher.

Any students caught trying to gain access to another student or employee's accounts, files or data will be subject to disciplinary action.

Violation of any part of the Rockville Centre School District Device user agreement will be subject to disciplinary action.

DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act (DASA) is a comprehensive bill that focuses on prevention of harassment and discriminatory behaviors through the promotion of education measures meant to positively impact school culture and climate.

Among other provisions, the Dignity Act requires all public schools to update their codes of conduct to fully address all forms of harassment and discrimination against students attending New York Public Schools. By building on the 2000 Safe Schools against Violence in Education (SAVE) law which focuses primarily on guiding school districts on how to track and respond to school violence, the Dignity Act strengthens existing district policies protecting students and upholds New York's commitment to safe and orderly schools.

The Code of Conduct for South Side High School and the Rockville Centre Union Free School District supports the mandates of DASA and is available at www.rvcschools.org.

Dignity Act Coordinator (DAC)

The DAC should be responsible for coordinating and implementing the district anti-bullying regulations in each school building, including but not limited to coordination of professional development for staff members, coordination of the complaint process, and management of the Dignity Act's civility curriculum components.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Treat other students with respect.
2. Take part in all district activities on an equal basis regardless of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression or sex.
3. Present their version of the relevant events to school personnel authorized to dispense disciplinary action based on the offense.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. To proceed in a safe school atmosphere without the fear of threat to their well-being.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused, and be in class, on time, and prepared to learn.

4. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage and control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Respect and take responsibility for all school property, including equipment, textbooks and materials.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored, extra-curricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.
13. Comply with all school rules, even with those rules with which they disagree.
14. Comply with the student agreements and/or contracts such as Peer Mediation Contract, Anti-Bullying Pledges, Student Rights and Responsibilities Agreement, Computer Use Agreement, Middle and High School Athletic Contracts.

WARNING

In an effort to safeguard and protect the members of our educational facility, the school employs video surveillance equipment for security purposes. This equipment may/may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, gymnasiums during public activities, cafeterias, and supply rooms.

Surveillance cameras will NOT be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

FREEDOM OF SPEECH

The First Amendment to the United States Constitution guarantees freedom of speech to all Americans. Therefore, Rockville Centre Public School students are entitled to this guarantee. However, this guarantee does not imply the license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view.

Student speech may be subject to disciplinary action or restrictions imposed by school officials if such speech:

1. is slanderous, i.e. spoken maliciously or without regard to the truth of the assertion.
2. clearly and immediately incites others to damage property or physically harm others.
3. materially and substantially interfere with the normal operation of the school.

BULLYING/HARASSMENT

The Rockville Centre Union Free School District is committed to safeguarding the rights of students and fostering a school community free of bullying and harassment.

Federal law defines harassment as conduct which creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school or negatively impact a student's mental, physical or emotional well-being. Harassment includes conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression or sex.

Any student who believes that the actions or words of a student, school district staff member, or employee constitutes harassment to the student, has a responsibility to report the complaint as soon as possible to an Administrator or to the Dignity Act Coordinator (DAC).

As of July 1, 2013, The Dignity for All Student Act requires that school districts adopt policies specific to cyberbullying.

Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Incidents of cyberbullying that will be investigated are not limited to incidents that occur during the school day or on school grounds. There will be serious disciplinary consequences for the participation in cyberbullying acts by any South Side School student.

SEXUAL HARASSMENT

The Rockville Centre Union Free School District is committed to safeguarding the rights of all its employees and students and to provide an environment that is free from all forms of sexual harassment. The District reaffirms its commitment to enforce the requirements of the law with respect to sexual harassment. Sexual harassment consists of any verbal or physical conduct of a sexual nature imposed on the basis of sex by the offender. Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors and other forms of verbal or physical conduct of a sexual nature. Any student who believes that the actions or words of a student, school district staff member, or employee constitute unwelcome harassment to the student, has a responsibility to report or complain as soon as possible to the appropriate principal/administrator or, if the complaint involves the principal/administrator, to the Assistant Superintendent or the Superintendent.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, shall be safe, appropriate and not disrupt or interfere with the educational process. Specifically:

- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- Clothing items shall not be vulgar, obscene, discriminatory and libelous or denigrate others for any reason, including but not limited to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Anything that promotes and/or endorses the use of alcohol, tobacco or illegal drugs and/or encourages other illegal or violent activities may not be worn.
- Shirts must be worn at all times.
- Underwear must be completely covered with outer clothing.
- Hoods are not permitted to be up during school hours.
- Shorts, skirts and dresses must not be shorter than 4-6 inches above the knee.

Each building principal or his or her designee shall be responsible for informing all students and their parents, in writing, of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including being sent to the Alternative Study Center for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. Repeated violations may also result in further disciplinary action.

STUDENT BEHAVIOR AND DISCIPLINE

South Side High School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students need also to be reminded that there are consequences for all their actions. In general, the severity of these actions or offenses, along with the discipline history of the student, will be considered when the code is enforced. Interventions will be sequential and consequences will increase in severity. The first step will be the staff member who directly supervises the student in question will deal with him or her. Following this, the offending student should confer with his or her school counselor, staff member and parent. If the behavior is deemed chronic or dangerous, then referral will be made to the appropriate administrator. The administrator then may invoke a variety of methods to change behavior including: conferencing, warning, detention, revoking of open campus, Saturday detention, in-school separation, and out-of-school suspension and recommendation of Superintendent's suspension. Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:**
1. Running in the hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular traffic.

5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Students may not use cell phones and/or portable listening unauthorized devices in the school building between 7:58 A.M. - 2:32 P.M. Phones can be used throughout the building except for the library and classrooms during zero period. All of the above must be secured in the student's locker, purse, or backpack. The one exception is that students may listen to music in the cafeteria (phones excluded) during their free time. AT ALL times from 7:25 A.M. - 2:32 P.M. headphone devices can only be used in the cafeteria. If a cell phone is exposed or turned on and observed by a member of our staff, it will be confiscated. The phone will be returned to the student at the end of the school day after the first violation ONLY. Any further violations will require a parent or guardian to come to the school to retrieve the phone. In all cases of violation of the cell phone policy, students will face disciplinary action. **Cell phones will only be returned to a parent or guardian between the hours of 8:00 A.M. – 4:00 P.M. During Midterm and Final Exam periods, the above-mentioned items are forbidden in the building and disciplinary action will be taken.** During this time students may not enter the building in possession of a cell phone or other electronic devices. There are no exceptions.

New State Regulations re: Exams and electronic devices and headphones.

You cannot have any communications device, including a cell phone, with you during these exams or during any breaks (such as restroom visit). Such devices include, but are not limited to:

- Cell Phones
- Blackberry devices and other PDAs
- iPads, Chromebooks, tablets, and other eReaders
- Smartwatches, laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear-headphones such as earbuds, and any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you bring any of these items to the building during State exams, you must surrender them prior to taking an exam. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. **If you keep a cell phone or any of these items with you while taking the exam, your exam will be invalidated and you will get no score.** If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test must be invalidated. If you bring any of the above to school during any midterm or final testing session, the item will be taken and the student will receive disciplinary action.

8. If there is an emergency, a parent must contact the Assistant Principal, Ms. Green. Repeated violation of cell phone policy will also result in disciplinary action.
9. Students are prohibited from making any electronic or digital video or audio recordings of another student or adult in the school unless it is specifically related to the instructional program or an officially designated activity of the school. Violation of this policy may result in disciplinary action and/or police action.
10. Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites, or any other violation of the district's acceptable use policy.
11. The Internet is an extraordinary resource for students. It must, however, be used with responsibility and serious purpose to include: Scholarly use of the computers and responsible and ethical use of the Internet for educational purposes only.

Additional information regarding the appropriate use of computers:

- a) Students may be provided with access to the District computer network, including access to the Internet. A signed agreement will be required for students to obtain a network account. The student and his or her parent or legal guardian must sign this agreement.
- b) Personal Safety: Users will not post personal contact information, including, but not limited to, e-mail address, telephone number, school address, and work address, about themselves or other people. Users will promptly disclose to a teacher or supervisor any message they receive that is inappropriate or makes them feel uncomfortable. Students will not agree to meet with someone they have met on-line.
- c) Security: Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. Users will not make deliberate attempts to disrupt the computer system performance or destroy data. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person. Users will immediately notify a system administrator if they have identified a possible security problem. Users will not demonstrate the potential security problem to other users, without the permission and supervision of system administrators. Users will not knowingly spread computer viruses or "Internet hoaxes." Users shall make reasonable attempts to prevent the inadvertent spread of computer viruses. Violations of security policy may result in the revocation of the offending user's account, and in addition may result in punishment under state or federal law.

- d) **Speech:** Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to both public and private messages. Users will not post information that, if acted upon, could cause damage or disruption. Users will not engage in personal attacks, commonly known as a “flame”, including prejudicial or discriminatory attacks. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop. Users will not knowingly post false or defamatory information about a person or organization. Users will not post private information about another person. Users shall not falsely represent themselves.
- e) **Personal Use:** Users will use the system only for educational and professional career development activities, school business related tasks, and limited, self-discovery activities.
- f) **Inappropriate Material:** Users will not use the District system to create or transmit material that is profane or obscene, that advocates illegal acts, description of the school, or that advocates violence or discrimination towards other people. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the acceptable use policy.
- g) **Vandalism or Computer Tampering:** Vandalism, computer tampering, or other criminal activity may result in the cancellation of privileges or other actions available under the law. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the District system or other system connected to the District system. Computer tampering is defined as when a person “uses or causes to be used a computer or computer service and having no right to do so he intentionally alters in any manner or destroys computer data or a computer program of another person” (NYS Penal Code 156.20).
- h) **Software:** Users may only use software that has been installed on District computers by the system administrators. Users are expressly forbidden from installing software to servers or local workstations without the permission and supervision of a network administrator. The District reserves the right to terminate the account of any user who adds to, modifies, or misuses software provided through the District system. Unauthorized modification of software may be punishable under state and federal law.
- i) **Plagiarism:** Users will not plagiarize works that they find on-line. District procedures on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:**
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness and missing or leaving school without permission.
 3. Skipping any detention or in-school suspension.
 4. Refusing to provide their name or identification, when asked, by any school employee.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include but are not limited to:**
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Conduct disruptive of the educational process and/or the social-emotional well-being of others or that substantially interferes with the teacher's authority over the classroom.
 3. Logging in or attempting to log into an online classroom and/or meeting for which the student was not invited to or permitted to attend.
- D. Engage in conduct that is violent. Examples of violent behavior include but are not limited to:**
1. Committing an act of violence (such as hitting, shoving, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, shoving, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. Examples of weapons include but are not limited to guns, knives of any size, box cutters, razors, chains, pipes, martial arts paraphernalia, etc.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 7. Intentionally damaging or destroying school district property.
 8. Engaging in verbal/physical bullying.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:**
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. Using a derogatory term(s) towards an individual or a group of individuals.

4. Discrimination, of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression, or sex.
 5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliation with or maintaining membership in any activity, organization, club or team.
 8. Inappropriately using an electronic device to record students or staff.
 9. Selling, using or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing, as well as slurs that refer to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression or sex.
 11. Vaping or smoking a cigarette/e-cigarette, cigar, pipe or using chewing or smokeless tobacco on school grounds.
 12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
 13. Possessing drug paraphernalia that includes but is not limited to rolling papers, marijuana pipes, bongs, vape paraphernalia, etc.
 14. Inappropriately using or sharing prescription and over-the-counter drugs.
 15. Gambling. (no cards or any other games of chance are allowed and the throwing of dice is prohibited).
 16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 17. Initiating a report warning of fire, bomb threats or other catastrophe without valid cause, misuse of "911", or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.**
- G. Engage in any form of academic misconduct in both physical and digital workspaces. Examples of academic misconduct include but are not limited to:**
1. Plagiarism
 2. Cheating
 3. Copying
 4. Altering records
 5. Assisting another student in any of the above actions

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function or endangers the health, safety or morals of students or staff within the school. Examples of such misconduct include but are not limited to:

- Cyberbullying as defined in the “Definitions” section of this Code of Conduct.
- Threatening, hazing or harassing students or school personnel over the phone or through other electronic media.

I. Engage in inappropriate conduct while using Social Media

- Misusing computer/electronic communications and personal devices, including but not limited to any unauthorized use of cell phones, iPads, AirPods, Smartwatches, laptops, or other portable devices, computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the District’s acceptable use policy.
- Cyberbullying, as defined in the “Definitions” section of this Code of Conduct.

REMEDIAL RESPONSES

The Dignity Act calls for “remedial responses” to code of conduct violations. Remedial responses appropriately place the focus of discipline on discerning and correcting the reasons why harassment and discrimination occur; these remedial responses are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration.
- Peer support groups; corrective instruction or other relevant learning or service experience.
- Supportive intervention.
- Behavioral assessment or evaluation.
- Behavioral management plans that are closely monitored.
- Student counseling; parent conferences.
- Disciplinary action.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent harassment and discrimination.

Environmental remediation strategies may include:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment.
- Review of camera tapes to validate incidents when available.
- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
- Adoption of research-based, systemic character education programs.
- Modification of schedules.
- Adjustment in hallway traffic and other student routes of travel.
- Targeted use of monitors.

- Staff professional development.
- Parent conferences.
- Involvement of parent-teacher organizations.
- Peer support groups.

CONSEQUENCES OF SPECIFIC STUDENT BEHAVIORS

A. Cut Referral

1. DETENTION assigned by Dean. Both student and Dean must call home and notify the parent.
2. 2 DETENTIONS assigned by Dean. Intervention Dean WILL CONTACT PARENT BY PHONE.
3. 3 After School Detentions. Parent will be notified.
4. SATURDAY DETENTION.
5. 1 DAY in extended detention 2:32 P.M. – 5:00 P.M.
6. 2 DAYS in extended detention. Counselor meets with student.
7. 3 DAYS in extended detention. Assistant Principal meets with student and speaks with parents.
8. 1 DAY in ASC (Alternative Study Center) 8:05 A.M. – 2:32 P.M. Administrator may meet with parents.
9. To be determined by Administrator.

RULES IN DETENTION

1. There is NO use of radios, phones of any kind, video games or electronic devices at any time. The above items will be confiscated and returned only to a parent.
2. Food or drink is not allowed to be consumed in detention.
3. Students are expected to behave appropriately and work on assigned tasks. If they are disrespectful, insubordinate or disruptive in anyway, it will be reported to Ms. Green in the Attendance Office. Additional disciplinary action will be given.
4. No student may leave detention for any reason without administrative approval. Students must use the bathroom before coming to detention.
5. If a student's name is not on the detention list, the student must go to Attendance to verify his detention date. Staff members or Ms. Green will notify the detention room of his/her attendance.

RULES OF THE ASC ROOM

1. There is NO use of phones of any kind, video games or electronic devices at any time. The above items will be confiscated and given only to a parent.
2. Students may not leave the ASC room. Students will be escorted to the bathroom once in the morning and a second time in the afternoon.
3. Students are expected to behave appropriately and work on assigned tasks. If they are disrespectful, insubordinate or disruptive in anyway, it will be reported to Ms. Green in the Attendance Office and they will be required to stay beyond 2:32 P.M. that day. Serious rule infractions will meet with additional disciplinary action.

Your child is to report to room 1210 promptly at 7:58 A.M., not before. While there he/she will work with the teaching assistant to complete assignments given by the faculty and/or assigned by the ASC supervisor. While attending ASC there

will be no opportunity to leave the room without an escort. **Students will be able to purchase a prepared sandwich before 7:58 A.M., or they will have to bring their own cold lunch.** They may not leave the ASC room to buy lunch.

B. Possession Or Use Of Chemical Substance/Drug Paraphernalia

Any student who is under the influence or in possession of a chemical substance or any related paraphernalia will be referred immediately to an administrator. Parental contact will be made. Referral to an appropriate agency may be made as well. The principal shall consider evidence before deciding whether or not to take disciplinary action. If found to be under the influence or in the possession of a chemical substance or related paraphernalia, the student will be suspended out of school for a five-day period, along with possible removal from school and/or arrest. Students in possession of an illegal substance may be subject to arrest. The student will be referred to a hearing with the Superintendent of Schools, which may result in long term suspension. A parental conference will accompany the student's re-admission to classes. Repeat offenses will result in the recommendation for a Superintendent's suspension and possible removal from school.

First Drug and Alcohol Offense defined as the first time a student attends a school event on or off campus under the influence of or in possession of drugs or alcohol.

- Five-day suspension from school.
- Six school months' suspension from all school and school sponsored activities, including but not limited to sports, practices, clubs, dances, etc.

Second Drug and Alcohol Offense-defined as the second or subsequent times a student attends a school event on or off campus under the influence of or in possession of drugs or alcohol:

- Five-day suspension from school.
- Twelve-month suspension from all school and school sponsored activities including but not limited to sports, practices, clubs, dances, etc.

Upon successful completion of a recognized and approved out of school drug/alcohol rehab program, a student may petition the superintendent of schools to be allowed to fully participate in all school activities. However, the minimum length of time for a suspension from all school activities after a first offense will not be less than three school months and after any subsequent offenses will not be less than six school months.

C. Fighting

Fighting will not be tolerated either in school or on school grounds. If found to have participated in a fight, students will be suspended out of school for a period of five days. In addition, students leaving school grounds for the purpose of fighting will also be suspended. Students who provoke others to fight will be dealt with harshly. Further, if a student is found to have assaulted another student, the student will be suspended out of school and may be arrested. A parental conference will accompany the student's readmission to classes. Offenses may be recommended for a Superintendent's suspension and possible removal from school.

D. Possession of a Weapon

Examples of weapons include but are not limited to: knives of any size, boxcutters, razors, chains, pipes, martial arts paraphernalia, etc. If found to be in

possession of weapons, students will be suspended out of school for a five-day period and may be arrested. A parental conference will accompany the student's re-admission to classes. Offenders will be referred for a Superintendent's suspension and possible removal from school. For additional information, please refer to the Rockville Centre Schools' Conduct and Discipline Code.

E. Consequences of Other Violations

Students who are found to have violated the district's code of conduct may be subject to the following consequences either alone or in combination and consistent with the seriousness of the violation and the students' rights to due process.

1. Oral warning.
2. Written warning.
3. Written notification to parent.
4. Detention.
5. Suspension from transportation.
6. Suspension from athletic participation.
7. Suspension from social or extra-curricular activities.
8. Suspension of other privileges.
9. Assigned to ASC (Alternative Study Center)
10. In-school suspension.
11. Removal from classroom by teacher
12. Short-term (5 days or less) suspension from school
13. Long-term (more than 5 days) suspension from school.
14. Permanent suspension from school.

GENERAL STUDENT INFORMATION

ATTENDANCE - It is the parent's/guardian's responsibility to call the Attendance Office at 255-8951 first thing in the morning on the day of your child's absence. A message can be left at any time on the answering machine. Students who are absent from school must present to the Attendance Office a written note from their parents. Such excuse should contain the reason and date of the absence, and be presented to the Attendance Office as soon as the student returns to classes. Illegal latenesses to school which result in absences from one (or more) classes will be considered "cuts" in those classes. **A STUDENT WHO IS LATE 3 TIMES WILL BE REQUIRED TO SERVE DETENTION.** Such detention will increase in increments of ½ hours for repeat offenses. If the lateness is for a legal reason and accompanied by a parental note, received in the Attendance Office within 24 hours of the lateness, it will be excused.

Students should not arrange medical, dental or business appointments during the school day. Students who have to be excused for part of the day must report to the Attendance Office at the beginning of the day. **NO STUDENT SHOULD EVER LEAVE SCHOOL FOR ANY REASON WITHOUT PERMISSION OF THE NURSE OR THE ATTENDANCE OFFICE.** Students who do so will face disciplinary action and will be considered truant. Students will be released into the custody of a parent or guardian unless 18 or older. **STUDENTS WHO ARE ABSENT FOR MORE THAN ½ A DAY MAY NOT RETURN FOR EXTRACURRICULAR ACTIVITIES WITHOUT THE APPROVAL OF AN ADMINISTRATOR. THIS INCLUDES SPORT PRACTICES, GAMES, PERFORMANCES, ETC.** Missing one-half of the school day is defined as follows:

coming to school later than 12:00 P.M. or missing more than four classes. Every day, the Attendance Office will produce a list of all students who are ineligible to participate in after school activities. The list will be posted in the Attendance Office and copies will be placed in the Main Office and the Physical Education Office. Students must be present in a class for 90% of the possible meeting days exclusive of days missed because of school closings, suspensions, court ordered appearances or school approved educational programs. Days missed for any other reason will count toward the 10% total. Students who are absent for 10% of the total class time may be denied academic credit and have to repeat the class. Attendance is necessary and subsequent cuts will be dealt with on a disciplinary level with possible removal by the Superintendent. Adequate notice will be given to the parents when a student's attendance pattern places him/her in jeopardy of being denied academic credit for a course due to excessive absences.

ABSENCES, TARDINESS, AND EARLY DEPARTURE - The Board of Education recognizes as valid the following reasons for student absences, tardiness, and early departure:

1. personal illness (If 5 or more days a Doctor's note is required.)
2. illness or death in the family
3. impassable roads or weather making travel unsafe
4. religious observance
5. attendance at a medical clinic
6. approved school-sponsored trips
7. quarantine
8. required court appearances.

In addition, college visitations, which are approved in advance by the Principal, are considered important enough to excuse a student's absence. Although days missed for the above reasons are considered legal absences, students must realize that their schoolwork can suffer if they are out of class too often. Students are responsible for keeping informed of makeup work for time missed in class, whether their absence is legal or illegal. Many legal absences still count toward denial of credit.

Students must be accountable for each absence. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence and be presented to the Attendance Office as soon as a student returns to classes. Any absence during a midterm, final, Regents, IB or AP exam must be verified with a doctor's note. Any unverified absence during exams will result in a grade of zero on the exam.

AUTOMOBILES – Seniors who possess a valid class D driver's license may apply to park on school grounds and in the North parking lot. Vehicles must be registered with Security in Room 1210 or they will be ticketed. Students park their car at their own risk. The maximum speed limit on school grounds is 15 mph. Students MAY NOT sit in automobiles, play loud music, or loiter in parking areas at any time. Students abusing automobile regulations will be banned from parking on campus. Students are discouraged from driving to school unless absolutely necessary and should not park on neighborhood streets. School is **NOT** responsible for any parking tickets/violations. No student may leave campus for any reason, which includes moving their car, prior to 10:00 a.m. Any student who parks in a Staff Parking space or an illegal spot on campus will have their parking privileges revoked for at least one week.

BICYCLES - Bicycles are to be locked in the racks adjacent to the athletic field. Students park their bicycles on school grounds at their own risk.

BUS PASS/I.D. CARDS - All eligible students will be permitted on a school bus with a valid bus pass. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. School bus regulations shall be enforced by bus drivers, bus aides, and the Transportation Office in coordination with the school Principal. Students are the responsibility of the School District while they are riding on the school bus. Students who become serious disciplinary problems may have their bus privileges suspended or revoked. In such cases, the parents of the children shall be duly notified and will become responsible for the transportation of their children to and from school. ID cards will be issued to all students. They must be carried at all times and produced to any authority upon request. Failure to show an I.D. card to an authority will result in a disciplinary consequence.

CAFETERIA AND LUNCH –

A. Breakfast is served from 7:15-9:24 A.M. Lunch is served from 10:12 A.M.-1:15 P.M.

B. Lunch Passes – **Students can buy a cold lunch only during their free time beginning at 7:00 A.M. No lunch passes will be granted.** Only cold lunches are allowed to be eaten in classrooms. NOTE: To apply for a Free or Reduced Lunch Program, please see the Assistant Principal in Room 1202.

C. Restricted Lunch - Should it be the judgment of either the high school administration or parent that free time is not being utilized properly; a student may be placed on restricted lunch, which will deny the student the privilege to leave campus for his or her lunch period. Parents requesting restricted lunch for a student should contact the Counseling Center.

HOMEBOUND INSTRUCTION - Homebound instruction is a service, which may be provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two hours per day. Students receive credit for their work while on homebound instruction. Such instruction shall take place in the Greenhouse Facility.

LOCKERS - Lockers will be issued at the start of the school year. Lockers are school property and as such are subject to search by school officials. Sharing a locker is prohibited. **KEEP LOCKERS LOCKED AND DO NOT GIVE YOUR COMBINATION TO ANYONE.** The school is not responsible for lost or stolen property. Problems should be reported to the Attendance Office in Room 1210

PARENT-TEACHER APPOINTMENTS - Call 255-8960.

PERSONAL PROPERTY - Each student is responsible for his/her personal property. **DO NOT BRING CELL PHONES, EAR BUDS/AIR PODS, SMART WATCHES ETC. TO SCHOOL.** These materials are brought onto school property **at students' own risk.** Umbrellas, skateboards, frisbees, basketballs etc. belong in lockers and are not to be carried by students in hallways. Theft of any personal items should be reported to Security immediately. The school district is not responsible for stolen or lost property.

PROGRAM CHANGES - Students will not be permitted to drop courses after the deadline unless they and their parents can demonstrate extenuating circumstances. Programs will not be changed because of preference for instructors. *Please refer to Board Policy. A grade of W/F will be recorded if administrative approval is granted after the first five weeks of a semester course, or after the first quarter of a full year

course. FOR PURPOSES OF GPA COMPUTATION, A GRADE OF W/F IS CALCULATED AS A "0". A GRADE OF "0" WILL SIGNIFICANTLY AFFECT A STUDENT'S OVERALL AVERAGE.

REQUEST FOR CHANGE OF LEVEL – Students may request a change of level at anytime during the school year. Changing levels will be done if it is deemed by the Principal that a student is inappropriately placed. When a level change occurs, it may affect the student's schedule and may result in a teacher change. Grade adjustments will be made as follows:

1. If the level change is made during the marking period, the former and present teachers will confer to compute the grade.
2. If the change occurs at the end of a marking period
 - a) All marking period grades will transfer to the new course.
 - b) If the course was a weighted course, the grade for the marking period will be appropriately weighted.

STUDENT REQUEST FOR TEACHER CHANGE - The procedure for a request for a teacher change will be handled in two ways:

CHANGE PROCEDURE NO. 1

Requests for a teacher change occurring at the beginning of the school year (first two weeks) or first two weeks of a one-semester course second semester:

The student who makes a request for a change will consult with his counselor. The counselor will refuse to make the change, but will require that the student go into the class on a trial basis for at least two weeks. If at the end of the three weeks the student still wishes to change teachers, he will follow the procedure for students requesting a class change during the school year. (See Change Procedure No. 2.)

CHANGE PROCEDURE NO. 2

For students requesting a teacher change after the first two weeks of school or first two weeks of a one-semester course second semester:

- a. Student will consult with his/her school counselor. The student will meet informally with the teacher.
- b. If the student requests a change, he/she will meet with the school psychologist. Upon receipt of a parental note agreeing to the meeting with the school psychologist, the counselor will arrange the meeting. A referral made out by the counselor should include the subject and the name of the teacher in question. This referral will be forwarded to the school psychologist who will make a recommendation to the Administration.

**STUDENT REQUEST FOR SCHEDULE CHANGE –
Deadline Dates 2023-2024 Student Program Changes**

Adding Courses From:

9/5/23 - 09/15/23 Students may add a full year or first semester course to their schedule, if it fits in their schedule (without altering their schedule) and if there is room in the class.

9/5/23 - 2/2/24 Students may add a second semester course to their schedule, if it fits in their schedule (without altering the schedule itself) and if there is room in the class.

Dropping Courses From:

9/5/23 - 10/6/23 Students may drop a first semester course without penalty

9/5/23 - 11/9/23 Students may drop a full year course without penalty.

9/5/23 - 3/8/24 Students may drop a second semester course without penalty.

Families are strongly advised to check the PowerSchools Parent Portal prior to requesting a program change.

PROGRAM PLANNING GUIDE - A Program Planning Guide contains a COURSE OFFERING CATALOG and covers information relating to student programs, graduation requirements, grading and examinations. It is updated yearly and available on the RVC website.

VALEDICTORIAN AND SALUTATORIAN - The selection for the valedictorian and salutatorian of each year's graduating class will be determined after the first semester of the senior year. Included in the grade point average, therefore, will be seven semesters of academic work. South Side High School does not assign rank to students by GPA.

WITHHELD MATERIALS - If a student has not returned classroom material, athletic equipment or library materials at the appropriate time, his or her report card and other related information will be withheld. A letter will be sent home notifying the parent that materials are due, as well as the proper procedures to follow in order to return these items.

CLUBS AND ACTIVITIES - South Side High School believes that excellence in education requires that students be exposed to a variety of experiences outside the classroom in addition to those that occur during the course of the day. Because of this, there is a wide array of athletic, co-curricular and extra-curricular activities available to our students. On the following page are some of these opportunities. We urge all our students to become involved. All activities will end no later than 10:00 PM. For further information about each club, contact your counselor or Ms. Green, in Room 1210.

EXTRA CURRICULAR ACTIVITIES/CLUBS

American Sign Language Club	Jazz Ensemble
Animal Abuse Awareness Club	Junior Class
Anime Club	LEAD Club
Art Club	Leo Club
Backpacks Foundation Club	Marching Band
Best Buddies	Mathletes
Bethany House Buddies Club	Mock Trial Club
Biology Club	Model UN Club
Black & Latino Student Alliance	Musical Production Choral
Book Club	Musical Production Orchestra
Cancer Awareness Club	Peer Mediation/Resolution
Centre Stage	Political Awareness Club
Chamber Orchestra	Project Princess Club
Chamber Singers	Quiz Bowl
Chess Club	Red Cross / Lifesavers Club
Choraleers	Robotics Club
Colonnade – Yearbook	Roleplaying Club
Concert Band	SADD / Youth Decide
Concert Orchestra	SAFE Club
Context	Science Projects
Cultural Cooking Club	Senior Class
Debate Club	SGA (Student Government Assembly)
DECA	SHRED
Drama Guild	Sophomore Class
Dyslexia Club	Spanish Club
ELL Club	Spirit Club
Environmental Club	Stage Crew
French Club	Stage Band
Freshman Class	Take a Look at Teaching
GEMS (Girls for Engineering, Math & Science)	TED Ed
Game Design Club	Tri-M Music Honor Society
Gay Straight Alliance (GSA)	UNICEF
Global Initiative Club	Veteran's Affairs
Habitat for Humanity	Video Club
Help Uganda Worldwide Club	Well-Being Club
Intergenerational Sharing Conference	Wind Ensemble
Italian Club	Wood Design
	World Languages Honor Society

PHYSICAL EDUCATION

Each student in Grades 9-12 must take physical education each year. Two units of physical education (1/4 unit per semester) are mandated by the Regulations of the Commissioner of Education in order to qualify for a Regents or local high school diploma.

Exemptions in physical education are offered to student/athletes in grades 10-12 who qualify:

	APPLICATION DUE DATE
Fall season athletes (1 st quarter)	Before September 8 th @ 3:00 p.m.
Winter season athletes (2 nd quarter)	Before November 20 th 3:00 p.m.
Spring season athletes (4 th quarter)	Before April 3 rd at 3:00 p.m.

School counselors have information on criteria needed to qualify.

INTERSCHOLASTIC ATHLETICS

FALL SEASON

Varsity/JV Football (B)
Varsity/JV Soccer (B)
Varsity/JV Soccer (G)
Varsity Cross Country (B)
Varsity Cross Country (G)
Varsity/JV Tennis (G)
Varsity/JV Volleyball (B)
Varsity/JV Volleyball (G)
Varsity Golf (B)
Varsity Golf (G)
Varsity Swimming (G)
Varsity/JV Cheerleading(G)

WINTER SEASON

Varsity/JV Basketball (B)
Varsity/JV Basketball (G)
Varsity/JV Wrestling (B)
Varsity Winter Track (B)
Varsity Winter Track (G)
Varsity Gymnastics (G)
Varsity/JV Cheerleading (G)
Varsity Swimming (B)

SPRING SEASON

Varsity/JV Baseball (B)
Varsity (G)
Varsity Tennis (B)
Varsity Track & Field (B)
Varsity Track & Field (G)
Varsity/JV Lacrosse(B)
Varsity/JV Lacrosse (G)

ACADEMIC PROBATION/INELIGIBILITY: South Side High School students failing more than two courses at a quarter grading period or receiving more than two failures at the five-week progress reports will be on probation. A student on probation will have five weeks to remediate areas of failure. If, at the next report card or progress report, a student on probation is failing more than two subjects he/she will be declared ineligible to participate in all sports and extracurricular activities. Students who fail classes during the fourth quarter and successfully complete a summer program will be considered eligible to participate in the fall. The school shall provide some means for students to work to remediate areas of academic weakness and improve assignments. Such opportunities may include, but not be limited to, mandatory daytime study halls, extra help sessions, supervised after school study periods, tutorials, counseling, etc.

HELP AND WHERE TO FIND IT

BOCES - Consult your counselor.

CHANGE OF ADDRESS OR PHONE NUMBER - Notify the District Registrar at 255-8926 in Room 1202.

EMPLOYMENT - Consult bulletin board by the Counseling Center.

EXTRA HELP - Your individual teacher will help you or will refer you to another source. Teachers are available in resource centers and by appointment. The National Honor Society also provides tutorial assistance. All teachers are available during the scheduled extra help period, which occurs Monday, Wednesday, Thursday and Friday from 7:25–7:55 a.m. School counselors will provide names of private tutors if desired.

AFTER SCHOOL HOMEWORK HELP – Library 2:35 - 4:00 P.M. Monday through Thursday.

FORMING A NEW CLUB - See Ms. Green in Room 1210 with a list of interested students, the faculty advisor's name, club objectives, number of proposed meetings, and description of activities. Any new club must submit a proposal to the Assistant Principal in the Attendance Office by 11/1/23.

GREENHOUSE - For students seeking an alternate learning experience. Greenhouse is a full-time educational program operating as part of South Side High School. Greenhouse is housed at 189 Sunrise Highway and utilizes the entire community as a school.

HEALTH SERVICES - See School Nurse Room 1309. (255-8955)

LATE TEACHER ARRIVAL - If a teacher does not arrive to class on time, students are to remain in class and send a representative to the closest administrator's office to report the situation.

LOCKER PROBLEMS - Room 1202.

LOST AND FOUND - Room 1210.

MAKE-UP WORK - For short absence, see teacher involved. For extended absence, call the school counselor at 255-8960.

PSYCHOLOGIST - Seek an appointment with the school psychologist through your school counselor or call the psychologist's office, 255-8894.

RISK TEAM - The RISK Team is comprised of the Principal, Assistant Principals, Counselors, School Nurse, Social Workers and Psychologists. All of the helping professionals are available for consultation on personal and academic issues and concerns.

ROOM RESERVATIONS - For club meetings or special events, see personnel in the Main Office and fill out a room reservation form. Students are not permitted to have a meeting event without adult supervision.

SCHOLARSHIP INFORMATION – The Counseling Center.

SOCIAL WORKERS – Seek an appointment through your school counselor.

VISITORS - Unauthorized persons are not permitted in the school building or on school grounds and may be subject to arrest. All visitors should check in by the main doors and receive a visitor pass. Students are not allowed to have guests in the building. Visitors who have school business to conduct must check in and provide photo I.D.

WORKING PAPERS - Room 1210.

GRADE CLASSIFICATION

- | | | |
|---|----------------------|--|
| 1 | Grade 9 (Freshman) | Completed Grade 8 |
| 2 | Grade 10 (Sophomore) | Completed a minimum of five credits |
| 3 | Grade 11 (Junior) | Completed a minimum of ten credits |
| 4 | Grade 12 (Senior) | Completed a minimum of fifteen credits |

STUDENT PROGRAMS

1. Students will meet with counselors in December to select courses for the following school year. Verification of course requests will be mailed home in April. Students will have until May 3, 2024 to make changes. Beyond that date, changes will only be made if there is room in the class and if approved by an administrator.
2. Course Load:
 - a) 9th Grade students must be scheduled for seven (7) periods a day in addition to a Physical Education class. All other students must be scheduled for at least six (6) periods plus Phys. Ed. **The above applies to both semesters.**
 - b) Course Enrollment: Not all courses listed in the catalog will be offered each year. Only courses with adequate enrollment will be offered.
3. Unassigned Time
 - a) Open campus is a privilege designed to allow students in Grades 11 and 12 an opportunity to begin homework, study, obtain help from teachers, or explore an academic area of interest in greater depth. Students who do not show good judgment may have open campus revoked and be assigned to study hall. Students must carry and show ID Card/Class Schedule at all times.
 - b) Students may utilize unassigned periods in one of the following locations: Resource Centers, Library and/or Cafeteria. Students in Grade 9 will be assigned to Study Halls for all unassigned periods except lunch and period 1. Students in Grade 9 may not leave campus. In Grade 10, students are only allowed to leave campus during their lunch period. However, no one may leave before 10:00 AM unless we receive a note and a telephone call from their parents or guardians.
 - c) Students will refrain from behavior, which can cause disruption to classes or activities. Students should not be in the halls during class time.

COUNSELING SERVICES

Counseling programs are available for all high school students to ensure effective participation in their current and future educational programs.

In Grades 9-12, the counseling program provides the following services:

1. an annual review of each student's educational progress and career plans;
2. instruction to help students learn about curriculum options and careers;
3. individual and/or group counseling assistance to help students develop and implement post secondary education and career plans; and
4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

The South Side High School Counseling Department is committed to assisting you in the assessment and understanding of your aptitudes, interests and educational needs. The counselors' main objectives are to listen and try to understand, and then provide information that will be useful to you in making your decisions. If you have a question concerning any aspect of your education, contact your school counselor. The counselors are available before school and during free periods. Appointments should be made to see your counselor during your free periods only, unless an emergency exists.

Listed below are the names of the school counselors at South Side:

- Ms. Kelly Ramsey, Director of School Counseling K - 12
- Mr. Greg Brennan
- Mr. Kevin Downey
- Ms. Alexandra Foukalas
- Mrs. Marcy Pedone
- Ms. Joanna Zweben

Counseling Center Number: 255-8960

GRADUATION REQUIREMENTS

The curriculum includes all subjects required for a South Side High School Diploma and for Regents endorsements plus many electives in a variety of areas. In addition to the requirements specified below, all students must satisfy the statewide assessment requirements.

REGENTS DIPLOMA REQUIREMENTS

A total of 22.5 credits, including 2 credits of physical education will be required.

Students must pass Regents examinations in: Mathematics, a Regents lab Science, English, Global History and Geography and United States History and Government. In addition, students must complete one (1) credit in a language other than English (LOTE). (See page 31 for additional diploma requirements.)

REGENTS DIPLOMA WITH AN ADVANCED DESIGNATION

A total of 22.5 credits including 2 credits of physical education will be required.

Students must pass three Math Regents exams and Regents exams in The Living Environment, a physical science, English, Global History and Geography, United States History and Government and a language other than English (LOTE). A student completing a five-unit sequence in career and technical education or the arts is not required to complete the additional LOTE requirement, but must complete 1 credit in LOTE.

REGENTS HONOR ENDORSEMENT

Students must earn an average of 90% or better on those Regents examinations that are required for the Regents Diploma, or a Regents Diploma with an advanced designation.

DIPLOMA REQUIREMENTS

Minimum for Regents Diploma:

English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Health	0.5 credit
Visual Art/Music/Theatre/Dance	1.0 credit
Physical Education	2.0 credits
Language other than English	1.0 credit
Electives/Specialized Courses (As needed to meet minimum credit requirements.)	4.0 credits
MINIMUM TOTAL CREDITS	22.5

Minimum for Regents Diploma with an Advanced Designation:

English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Health	0.5 credit
Visual Art/Music/Theatre/Dance	1.0 credit
Physical Education	2.0 credits
Language other than English	3.0 credit
Electives/Specialized Courses (As needed to meet minimum credit requirements.)	2.0 credits
MINIMUM TOTAL CREDITS	22.5

Standardized Testing

The Counseling Center assists students in taking the appropriate exams for college admission. In addition to the SATs and/or ACT, sophomores and interested juniors will take the PSAT on Wednesday, October 11, 2023. The SAT I and ACT will be offered on the following dates at South Side High School. **It is extremely important that students adhere strictly to the deadlines listed below to avoid additional payment.**

REGISTRATION DEADLINES

Test Dates	Exam	Regular	Late
9/9/23 (SSHS)	ACT	8/4/23	8/18/23
10/7/23 (SSHS)	SAT I	9/8/23	9/26/23
2/10/24 (SSHS)	ACT	1/5/24	1/19/24
4/13/24 (SSHS)	ACT	3/8/24	3/22/24
5/4/24 (SSHS)	SAT I	4/19/24	4/23/24
6/1/24 (SSHS)	SAT I	5/17/24	5/21/24

SAT and ACT are offered on other dates at other test centers. See your counselor or closest available test center.

COLLEGE LEVEL STUDIES

INTERNATIONAL BACCALAUREATE - IB

The International Baccalaureate Diploma Program is a comprehensive pre-university experience taken by South Side students in their junior and senior years. Full IB Diploma candidates are required to complete at least one course in each of the following academic areas: studies in language and literature, language acquisition, individual and societies, sciences, mathematics, and the arts. Diploma candidates must take three (and not more than four) courses at the higher level (HL) and the remainder at the standard level (SL). HL courses require two years of study; SL courses range in length from a year to two years, depending on the course. IB Diploma candidates also complete the three 'central elements' of the program: the Extended Essay, Theory of Knowledge, and CAS (Creativity, Activity, and Service).

Students may forego the full IB Diploma and take one or more IB classes as 'course' candidates. Most of the prominent universities in the United States have developed IB policies, with regard to admissions credential, college credit, placement credit, and class standing. Each college and university set its own admissions criteria, including the terms under which it will recognize advanced and international programs. In some cases, a full year of university standing is awarded to the IB Diploma holders. Please check with the colleges and universities to which you plan on applying for their policy concerning the IB Program. The IB website is another resource for information on university credit policies. Note: All students who take IB course work are required to sit for the IB exams in May.

ADVANCED PLACEMENT - AP

South Side High School offers the following courses that prepare the student to take Advanced Placement examinations: AP Calculus AB, AP Calculus BC, and AP Statistics. Each college uses the AP Program in the manner it sees fit. Students are urged to become familiar with the policies of those colleges they are considering by corresponding directly with the directors of admissions; all students who take AP and IB courses at South Side are required to take the AP and IB exams in May.

Those students who choose to take both AP/IB courses may incur conflicts during the final exam time period. Students must refer to their school counselor or the IB coordinator for their suggestions.

BUSINESS DEPARTMENT

The Business Department will be offering selected courses for college credit in conjunction with Long Island University, called LIU High School Scholars Program. See the Business Department or your school counselor for further information.

UNIVERSITY CREDIT

Select IB courses may receive Molloy University or Stony Brook University credit. Please see your counselor for details.

GRADING

A. REPORT CARDS

Report cards are issued at the end of each 10-week marking period, totaling four each year. They will be available approximately one week after the end of the marking period. Full year courses, with the exception of some courses, will have both a midterm and final exam; each will count for 10% of the student's final grade. Both midterm and final exam grades will be listed on the report card; Regents' exams will count as the final exam. For those full year courses that do not have a final exam the mid-term exam will comprise 1/9 of the final average. Semester courses will have a final only, and will comprise 10% of the student's grade. Any exceptions to the above, e.g. IB and AP 12th grade courses, will be described by the teacher. **Please note that your child's grades and attendance are available on an ongoing basis via the Parent Portal.** Student report cards are available online as well.

11/3/2023	South Side High School Marking Period 1 Ends
1/19/2024	South Side High School Marking Period 2 Ends
4/5/2024	South Side High School Marking Period 3 Ends
6/13/2024	South Side High School Marking Period 4 Ends

B. PROGRESS REPORTS

Progress reports are available online to all students after the fifth week of a marking period.

C. DEPARTMENTAL TESTING SCHEDULE

Each department will be assigned certain days to conduct testing.

Day 1, 3, 5	Social Studies and Math
Day 2, 4, 6	English, World Languages and Science

D. PURPOSE OF TESTING

The testing and evaluation of students should serve to monitor both the success of the program and the degree to which students have learned. There are many forms of evaluation, which include portfolios, critiques, oral presentations, writing assignments, etc. In all cases, the students must receive feedback in order to improve. Feedback must be constructive and received in a timely manner. All test questions and answers are the property of the students and must be returned after grading has occurred. Scantron forms or multiple-choice answer sheets are meaningless without questions and/or review.

1. Marking period report card grades shall be based on student achievement on the following: test/quizzes, class participation, homework/assignments, reports and projects.
2. Grading procedures for each course, expectations and class requirements will be clearly presented in writing to the student at the beginning of each course and described to the parents at Back-to-School Night.

E. MARKING PERIOD GRADES

1. 65% is the passing grade for both school and Regents subjects.
2. All report card grades between 65 and 100 are recorded in unit intervals.
3. Commencing with the 2008 entering 9th grade cohort, courses which are designated as Advanced Placement, and/or International Baccalaureate (with the exception of IB Math Applications Year 1) will be proportionately weighted by 1.15 in the determination of the student's grade point average. IB Math Applications Year 1, Advanced Chemistry, College Credit Courses (Accounting, Business Law and Marketing), Advanced Math topics, and Research Skills Regeneration Intel Grade 11-12 will be proportionately weighted by 1.1 in the determination of the student's grade point average.
4. No student will receive a grade of less than 60 on his/her report card for the first marking period, 55 for the second, 50 for the third and 45 for the fourth in a full year course. In a semester course no grade below 60 will be issued for the first marking period and 45 for the second.
5. A grade of Withdraw-fail (W/F) will be given to any student who drops a full-year course after the tenth week of school or a semester course after the fifth week of the semester. A W/F will be computed as a grade of "0" in the GPA. It will also exclude a student from the honor roll.
6. Incomplete Work: If a student has not completed the work of the quarter, an "I" will be recorded on the report card. If the student satisfactorily completes the work within a reasonable period, not exceeding ten weeks, the grade earned will be entered on the next grade report. If the work has not been completed by the end of the marking period, the general policy is to record the actual grade earned or 50, whichever is higher. An "I" will not be given as a final grade. A student may not graduate if he/she has an unresolved final grade of incomplete.

A grade of INCOMPLETE will prevent a student from being on the Honor Roll.

F. FINAL & MIDTERM EXAMS

1. Upon the completion of a course (January or June), a final examination must be given. School exams are to be given for all subjects in which a Regents exam is not given.
2. All final or Regents exams count 1/10 of the student's final year average for a full year course, and 1/5 for a semester course.
3. **If a student is absent from a midterm or final exam for any reason other than illness, he/she will be given a mark of zero for the exam and it will be used in computing the final grade.**
4. Utilization of the Final Examination Exemption policy is only for seniors and will be at the discretion of each senior subject teacher. Teachers employing the exemption option must adhere to the following guidelines:

- a. **Exemption from final school examinations is a privilege reserved for seniors only.**
- b. Regents examinations must be taken in all courses in which they are given.
- c. Exemptions from final school examinations will be determined three weeks before the exam period.
- d. Seniors taking 11th Grade English or 11th Grade Social Studies may not be exempted from the final examinations in these subjects.

G. CREDIT:

- 1. Students will receive Regents "Certification" in a subject upon earning a minimum final exam mark of 65% and a minimum course average of 65%.
- 2. A student may re-take the Regents exam without repeating the course only if the final average obtained in the course was 65% or higher. If the student re-takes the Regents exam without repeating the course, the new Regents exam grade (if higher) will replace the old Regents exam grade on the transcript.

STUDENTS REPEATING A COURSE

Students may repeat a course with permission from the principal. A course may be repeated in summer school or for the first semester. A final or Regents will be taken at the conclusion of the course.

HONOR ROLL POLICY

South Side High School will maintain an Honor and a High Honor Roll for each grade level. Students who qualify will have a notation made on their permanent transcript for each marking period.

Categories: High Honors - must have an un-weighted average of 90%.
Honors - must have an un-weighted average of 85%.

All subjects in which a numeric grade is assigned will be included in determining the student's un-weighted average.

Eligibility: Students must receive numeric grades in a minimum of five subjects (or one subject plus BOCES) excluding Physical Education. BOCES grades will be counted as four course grades since a BOCES subject is assigned four credits.

Ineligibility: Students will be ineligible for either the High Honor or the Honor Roll when he/she receives a withdrawal/failure (W/F), denied credit or any other failing grade for a course (including Physical Education). Students receiving an incomplete "I" in any course will be ineligible until a grade is assigned. Once the list is posted, it will not be re-done during the marking period to accommodate students who originally had an incomplete grade.

NATIONAL HONOR SOCIETY

Selection is achieved through evaluation of applications for evidence of scholarship, character, leadership and service.

Scholarship: Eligibility for membership is based upon a weighted average of 90% at the completion of five (5) semesters for juniors and 90% at the completion of six (6) semesters for seniors. Eligible students are invited to submit a resume.

Character: The names of these eligible students are sent to the entire faculty for character information. If a student is found significantly unsuitable by more than two faculty members, or has exhibited a serious breach of character, the student is ineligible. Criteria which are considered include:

- Takes criticism willingly
- Meets pledges and responsibilities to school promptly
- Demonstrates highest standards of honesty and reliability
- Complies with the academic integrity policy of the school
- Demonstrates concern for others

Leadership: Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and dependable without prodding. Is resourceful in proposing new problems, applying principles and making suggestions.

- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

Service: This quality is defined through the voluntary contributions made by a student to the school and community, done without compensation and with a positive, courteous, and enthusiastic spirit. This includes participation in some outside activity such as; Girl Scouts; Boy Scouts; Church groups; Services for the aged, poor, or disadvantaged; family duties.

A candidate should cheerfully and enthusiastically render any requested service to the school or community.

Selection by Faculty Council: Those students who have successfully met scholarship and character requirements are invited to complete an application. These students are given guidelines on the service and leadership information, and advised to seek further help from the chapter adviser, school counselors, and administrators. A diversified group of five faculty members, appointed by the Principal, evaluates the students through the application anonymously. Each member has one vote and a majority is required for selection. Final decisions are re-examined at the end of selections for consistency within the working definitions established by the Faculty Council using the National Guidelines.

ART HONOR SOCIETY

The Art Honor Society is an organization that recognizes students' achievements in Art. Students must apply and membership requirements include:

- Students must have maintained an 85% unweighted average during each year of high school study in Art.
- Students must commit themselves to helping the Art Department in promoting Art by aiding in hanging art pieces, murals, etc. to fulfill the community service component of the organization.
- Eligible students will be asked to turn in an original art piece for consideration in being admitted to the organization.

WORLD LANGUAGES HONOR SOCIETY

The World Languages Honor Society is an organization that recognizes students' achievements in French and Spanish. Membership requirements include:

- Students must have maintained a 90% unweighted average during each year of high school study in French or Spanish.
- Students must commit themselves to tutoring others in French or Spanish to fulfill the community service component of the organization.

MATH HONOR SOCIETY

The South Side High School Mathematics Honor Society is an organization that recognizes students' achievement in Mathematics. Students must apply and membership requirements include:

- Student must submit a completed Mathematics Honor Society Application.
- Student is currently enrolled in a High School/College level Math class.
- Student must have successfully completed a minimum of 3 years of High School/College mathematics.
- Student must maintain a mathematics scholarship of 90% (unweighted).
- Student must maintain an overall scholastic average of 85% (weighted).
- Students must be recommended by a teacher of mathematics who will attest to the student's character, citizenship and scholarship in mathematics.
- Student must commit him/herself to promoting mathematics (ex: tutoring, PI day, assisting in regents review classes) while continuing to demonstrate mathematical scholarship.

MUSIC HONOR SOCIETY

The Music Honor Society is an organization that recognizes student achievement in Music. Students must apply and membership requirements include:

- Students are currently enrolled in 10-12th grade.
- Students must be enrolled in at least one performance ensemble throughout the year.
- GPA of at least an 85 and an average of 90 (unweighted) or higher in all music courses.
- Students must attend monthly meetings.
- Students must commit themselves to promoting music in our school and community (i.e. tutoring, performing and/or volunteering at various events).

SCIENCE HONOR SOCIETY

South Side High School Science Honor Society recognizes outstanding achievement in the study of science. Students who have demonstrated a commitment to excellence in Science, and who meet prescribed criteria will be accepted into South Side's chapter of the New York State Science Honor Society. The Science Honor Society was established to encourage and celebrate students who have attained high levels of scholarship, character, leadership and service. The selection will be made by the Science Department according to the criteria listed below. Students who qualify will be invited to participate in an induction ceremony. Criteria for Membership in the Science Honor Society:

- Membership is based upon science participation, scholarship, service and personal character.
- Candidates must have successfully completed a minimum of three years of Regents High School Science or its equivalent, and must be enrolled in a fourth year of Science. (IB science classes, Anatomy/Physiology, Physics, Environmental Science, are acceptable as fourth year Science classes.)
- Candidates must have good discipline records throughout high school years.
- Candidates must maintain science scholarship of 90% (unweighted)
- Candidates must obtain an overall minimum scholastic average of 85% (unweighted).
- Candidates must obtain three faculty letters of recommendation, two of which must be from science teachers, supporting their application to the Science Honor Society.
- Candidates must have participated in Science related activities, as per the Science department.
- Continued membership requires that candidates provide ten hours of peer tutoring service.

Eligible candidates, who would like to be considered for membership, may obtain an application packet from their science teacher, or Mr. Weiss in Room 2320, during the first week of the school year.

INTERNATIONAL THESPIAN SOCIETY

The International Thespian Society (ITS) is an honorary organization for high school theatre students. The mission of ITS is to honor student achievement and excellence in the theatre arts. A Thespian point system established by the ITS helps determine eligibility. Students may be inducted into the honor society if they have met the following criteria:

- Students must earn ten points, the equivalent of one hundred hours of work. Induction points should be earned through participation in at least two full-length productions, or one full-length and two one-acts, or four one-acts. Induction points should be earned in at least two different categories, for example, acting and production.
- Students must have demonstrated and maintain character and behavioral standards in keeping with the values of the organization. These include helping to foster a spirit of support, collaboration and inclusion in the theatre community.
- Students must be in grades 9-12.

SPECIAL AWARDS

AWARDS ASSEMBLY - Held annually in June. Deserving seniors are recognized through awards and scholarships for their academic, service, and leadership achievements.

RICHARD S. BYERS AWARD – For outstanding school spirit and service to South Side High School, presented at commencement.

LAUREL AWARD - Given at graduation to the students who have contributed and participated most in student activities.

CENTENNIAL AWARD - Presented at graduation to the student who best represents the spirit of the graduating class.

SPORTS AWARD NIGHTS - Held at the end of each season (fall, winter, spring) to recognize achievements of varsity and J.V. athletes.

VARSIITY "S" - Held to honor varsity athletes and coaches. Special athletic awards presented.

RESEARCH ASSIGNMENTS AND PAPERS

The Research Process

South Side High School students are expected to follow the "process approach" to research and writing. This approach will help you to complete the research and writing tasks assigned to you while you are at South Side. You should expect to be exposed to a variety of research activities. As you move through the four grades of high school, assignments will be of increasing complexity and will require greater independent application of research skills. Your teachers and the school librarian will provide instruction in the skills necessary for success. It is important for you to master the skills required to produce an independently researched and written paper before graduation.

Format, Documentation, Citations and Bibliographies

The school-wide format for documentation in research assignments and research papers is detailed on the High School's Library Media Center website. This format requires the use of a list of works cited and parenthetical documentation in the body of the paper to refer the reader to the proper citation in the list of works cited. This approach may be a departure from what you have learned in the past, but is now the most widely used form of documentation in colleges and universities.

Consider the following example of this approach in a paper a teacher wrote about writing research papers:

It is very important to document your sources in a research paper. Documentation tells the reader which ideas are your own and which are borrowed (Giribaldi 136). A well-documented paper will also strengthen an argument you are making by demonstrating that experts hold an opinion similar to your own. According to the Hofstra Writer's Guide, proper documentation also allows the curious reader to follow up on your research if they wish (McIntosh 35).

As you can see by the preceding example, no footnotes would appear at the bottom of the page nor would there be end notes. But the works cited at the end of the paper would have the following two entries:

Giribaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed., Modern Language Association of America, 2009.

McIntosh, Carey et. al., eds. *Hofstra Writer's Guide*, 9th ed., Hofstra University, 1999.

ETHICAL GUIDELINES FOR STUDENT WORK IN ALL COURSES AT SOUTH SIDE HIGH SCHOOL (ADAPTED WITH PERMISSION FROM THE INTERNATIONAL BACCALAUREATE)

Expectations for ethical behavior arise from the philosophy and values inherent and explicit at South Side High School. Students, teachers, principals and examiners shall strive to exemplify these values by their conduct.

We expect students to participate in the curriculum as structured and required by South Side High School and its teachers; to comply with all regulations and internal school deadlines. Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment; to submit separate pieces of work in fulfillment of the requirements of different assessment components (for example, Extended Essays and internal assessment); and to **ensure that their own work is never given to another to copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate**. It is a breach of regulations for a student to give or receive confidential information about examinations. Violations lead to disqualification and the assignment of a grade of "0". Plagiarism and academic dishonesty will lead to academic penalties, disqualification from Honor Society, comments on college recommendations and may lead to additional sanctions from South Side High School.